



RESORT TAX

— BUILDING BIG SKY SINCE 1992 —

2018-2019 APPLICATION FOR RESORT TAX FUNDS

Applicant's Official Name: Friends of the Big Sky Community Library

Project Name: Big Sky Community Library

Address: PO Box 161344, Big Sky, MT 59716

Representative: Kathy House

Telephone: 406 995 4281 Email: fullhousekwh@yahoo.com

Project Start Date: July 1, 2018 Project Completion Date: June 30, 2019

Total Funds Requested \$ 73,500

State your estimated payment request schedule for the coming year; amounts should total funds requested. Please enter dollar amounts.

	July '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18
Payment Request \$	<u> </u>	<u> </u>	<u>15,000</u>	<u> </u>	<u> </u>	<u>15,000</u>
	Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19
Payment Request \$	<u> </u>	<u>15,000</u>	<u> </u>	<u>15,000</u>	<u> </u>	<u>13,500</u>

I certify that the application and its attachments are correct to the best of my knowledge.

Kay Reeves
Signature

Kay Reeves
Printed Name

Board Chair
Title (Board Chair or Governing Officer)

4/24/18
Date

1) Provide a description of the entity and the Mission Statement.

State the entity's tax status/legal identity and when it was initiated.

What is the personnel makeup of your office; specifically how many are employees, how many are contractors and what are their duties? What is the full time equivalent (FTE) of each: ¼, ½, ¾ or full time? Unless previously provided to the resort tax office, please include a copy of the Articles of Incorporation. (200 words max)

The Friends of the BSCL operate the Big Sky Community Library, located at the north end of Ophir School, for the benefit of both all who visit it. Our mission is to provide library services and educational opportunities in the Big Sky area for residents and visitors. We have been a 501(c)(3) tax-exempt organization since 2004.

2) Provide a complete description of the project(s). Include the project(s) purpose, goals and objectives. For each project provide a budget number and measurable objectives, i.e. how you will do something and in what timeframe. The information provided here should be specific regarding what the entity is requesting to be funded by resort tax. If requesting funds for operations, identify the categories and assign a dollar amount (salaries, software, etc.) If permits are required, please specify what permits are required and what projects they apply to. If requesting funds for a study (feasibility, etc.), a minimum of two bids are required. Also provide the RFP submitted for the study. Funding for a study will only be considered if the proposal has measurable outcomes. Please be succinct.

We are requesting funds to continue the Library's operation for community use 20 hours weekly during the upcoming fiscal year. Available for check out are print and audio books, magazines, popular and documentary DVDs, and now e-books. For on site use there is WI-Fi, PCs, and both color and black & white printers.

Programming includes weekly pre-school story time, 1000 Books Before Kindergarten, summer reading events for school age readers, and occasional evening speakers for adults. A focus this year has been increasing our collection of e-books. We also continued our "Food for the Brain" program by distributing 25 bags of gently used books through the Big Sky Food Bank.

3) **Is the project within the resort tax district? (25 words max)**

Yes.

Please note: Not every project will fulfill questions #4 through #8. Applications will not be rated on the ability to fulfill multiple questions.

Does the entity and/or project...

4) **Benefit the community at large including residents, visitors and tax collectors/the business community? (50 words max)**

The Big Sky Community Library materials and services are available to short-term visitors in addition to all permanent and temporary residents of the greater Big Sky community.

5) **Promote tourism development, help make Big Sky a world class resort community and increase the visitor experience and/or increase resort tax revenue? (50 words max)**

A public library is a vital resource for any thriving community. Its existence in a small unincorporated resort area demonstrates that Big Sky is a place that cares about meeting the needs of its citizens. It reflects how our community values literacy, education, and life-long learning.

6) **Support, improve or maintain critical infrastructure, public health, safety and/or welfare in the world class community? (50 words max)**

Free, open access to information is a vital part of democracy. The Library provides information to promote learning, popular materials for relaxation, and hardware/software for anyone in need.

7) **Involve collaboration among entities in the community to meet common goals? (100 words max)**

The rental of school district space continues to provide large savings in infrastructure. We continue our ties with Morningstar for early childhood literacy and with the University of Montana through Rick Graetz for the Greater Yellowstone ecosystem materials collection.

8) **Fill a community need not currently or adequately being satisfied? (50 words max)**

The Big Sky Community Library is the only public library between West Yellowstone and Bozeman.

9) **What is your entity most proud of accomplishing? (100 words max)**

Providing a stable and financially efficient community library in Big Sky for 17 years.

Provide the following financial documents:

10) Copy of the entity's complete operating budget for the period 07/01/18 through 06/30/19.

If your fiscal year does not coincide with this time period, please provide complete budgets for the entity's fiscal year that covers the aforementioned time period. For example, if the entity's fiscal year corresponds with a calendar year, provide two budgets 1) 01/01/2018 through 12/31/2018 and 2) 01/01/2019 through 12/31/2019.

11) Organization's Profit and Loss Report, Budget vs. Actual Report and Balance Sheet from your previous completed fiscal year.

12) Organization's Profit and Loss Report, Budget vs. Actual Report and Balance Sheet from your current fiscal year to date.

13) For applicants with mill levy authority please provide the following:

- a. A map of your district's boundaries
- b. The current taxable value of your district
- c. If applicable, the current mill levy rate
- d. Using the information above, provide a detailed budgetary breakdown of the potential tax burden per \$100,000 value, for property owners within your district if mill levy authority would be used to fund this project rather than resort tax funds.

TOTAL ORGANIZATIONAL BUDGET FOR THE YEAR \$ 90,740

(Include all organization projects and programs, not only those requesting Resort Tax funding. This number should match the organization's Revenue from Profit and Loss Report)

PRINCIPLE	ITEM	AMOUNT	PERCENTAGE
Revenue	Request from Resort Tax	73,500	81%
	Other Public Grants	0	%
	Private Donor Contributions (not including In-kind)	11,200	%
	Fundraising Events	3,000	%
	Revenue Other*	3,040	%
	Sub Total Revenue	90,740	%
	Private Donor Contributions In-kind		%
	Total Revenue	90,740	100% (the revenue line items above should total)
Expenses	Personnel: _____.825 # of FTE Paid Personnel ____ N/A__ # of FTE Contract Personnel Do not include volunteer time (in the amount column include the total expense including salary, benefits and payroll taxes)	41,500	%
	Operations	34,040	%
	Programming	15,200	%
	Expenses Other**		%
	Total Expenses	90,740	100% (the expenses line items above should total)
Capital Expenditures	Total Capital Expenditures		%
Income	Net Income	0	%

*Revenue Other: Printer income, interest, reimbursed expenses

**Expenses Other: NB: Programming expense = additions to library's collection

Clarifications you'd like to provide regarding the information on this page:

RESERVES: Capital, Programming and/ or Operating	On Hand Restricted**	15,000
	On Hand Unrestricted**	28,000
	Goal (if currently no reserves)	

****Purpose of Restricted and Unrestricted Capital Reserves:** Disaster fund of \$28,000; Special Project fund of \$15,000 (Donor-specified gift received in September, 2017.)

TOTAL CASH FLOW 3-YEAR REQUIREMENT

(Include all organization projects and programs, not only those requesting Resort Tax funding)

ITEM	This Current Application's Request from Resort Tax	2020	2021	Total Cash Flow 3-Yr Requirement
Personnel: Paid and/or Contract (include salary, benefits and payroll taxes; do not include volunteer time)	41,500	41,500	43,160	126,160
Total # of FTE Personnel	0.825	0.825	0.825	NA
Operations	34,040	35,060	36,200	105,300
Programming	15,200	15,700	16,200	47,100
Capital Expenditures				
Other*				
Total	90,740	92,260	95,560	278,560

RESORT TAX REQUEST				
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Describe financial increases and decreases and the projects for which resort tax funds may be requested.

2020 Inflationary increase 3%

2021 Inflationary increase 3%

*Other Description _____

BIG SKY COMMUNITY LIBRARY		Actual	Projected	Total	Total	Requested
		July 1, 2017 to	Actual	Budget	Budget	Allocation
		April 25, 2018	2017-2018	2017-2018	2018-2019	2018-2019
Ordinary Income/Expense						
Income						
	Book Sales	2694.5	2700	2500	3000	
	Shelf Donations	1850	1850	1000	1500	
	Resort Tax Allocation	54289	70000	70000	73500	73500
	Other Donations	3584	3700	3700	4700	
	Interest	31.71	40	40	40	
	Membership Dues	3963	5000	7000	5000	
	Reimbursed Expenses	766.5	1000	1000	1000	
	Printing Income	1634.88	2000	2000	2000	
	Cash Reappropriated					
	Total Income	68813.59	86290	87240	90740	73500
Expense						
	Advertising	1537.54	2340	2340	2340	1904
	Computer Software/Tech Support	5948.4	6168.4	5000	5000	4068
	Dues and Subscriptions	3895.6	4300	5000	6000	4882
	Employee Training/Travel	316.03	450	600	600	488
	Insurance	531	531	600	700	570
	Library Equipment/Supplies	2748.47	4500	3000	3500	2848
	Office Supplies	477.36	1000	2000	1250	1017
	Printing	1648.63	2400	2750	2500	2034
	Periodicals	1282.25	1500	1500	1500	1220
	Postage and Delivery	210.82	250	250	250	203
	Professional Fees	623.33	2700	900	1500	1220
	Program Expense	1122.97	1625	4000	3500	2848
	Rent and Maintenance	4800	4800	5000	5000	4068
	Uncategorized	400	400	500	400	0
	Total Non-payroll Expense	25542.4	32964.4	33440	34040	27369
						0
	Total Payroll Expense	27810.75	39350	39350	41500	33764
						0
	Total Ordinary Cash Expense	53353.15	72314	72790	75540	61133
						0
Purchases	Technology Equipment	0	4900	0	1000	814
	Furniture/Fixtures	1539.98	2550	1500	500	407
	Adult Books	2796.81	3500	3500	4000	3254
	E-Books	1809.53	3500	2000	3500	2848
	Audio Books	689.05	1200	1600	1200	976
	Teen/Children's Books & Materials	1526.88	2430	3000	2500	2034
	Pre-K Books	877.44	900	1000	1000	814
	Reference Books	196.6	300	250	300	244
	DVDs	1146.52	1300	1600	1200	976
	Total Purchases	10582.81	20580	14450	15200	12367
Total Disbursements		63935.96	92894	87240	90740	73500

Friends of the Big Sky Community Library
Profit & Loss
 July 1, 2017 through April 25, 2018

	<u>Jul 1, '17 - Apr 25, 18</u>
Ordinary Income/Expense	
Income	
Mary Lou Cook Memorial	810.00
Other Donations	
Memorials	100.00
Donations	2,374.00
Gallatin Canyon Women's club	300.00
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Total Other Donations	2,774.00
Book Sales	
Book Fair Sales	2,694.50
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Total Book Sales	2,694.50
Printing Income	1,634.88
Shelf Donations	1,850.00
Resort Tax Allocation	
Resort tax income	54,289.00
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Total Resort Tax Allocation	54,289.00
Membership Dues	3,963.00
Reimbursed Expenses	766.50
	<hr/>
Total Income	68,781.88
Expense	
Rent and Maintenance	
Rent	3,200.00
Rent and Maintenance - Other	1,600.00
	<hr/>
Total Rent and Maintenance	4,800.00
Printing	
Konica Minolta maintenance cont	1,648.63
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Total Printing	1,648.63
Library Equipment-Supplies	
Library Supplies	2,534.07
Book Shelf Plaques	214.40
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Total Library Equipment-Supplies	2,748.47
Total Payroll Expense	
Payroll Expenses	0.00
Payroll Tax Expense	
Workers Compensation	423.83
Payroll Tax Expense - Other	1,184.57
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Total Payroll Tax Expense	1,608.40
Wages	
Contract Payroll-Ophir School	12,385.95
Wages - Other	13,816.40
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Total Wages	26,202.35
	<hr/>
Total Total Payroll Expense	27,810.75
Employee Training-Travel	
Travel & Ent	
Meals	69.98
Travel & Ent - Other	46.05
	<hr/>
Total Travel & Ent	116.03
MLA Conference	200.00
	<hr/>
Total Employee Training-Travel	316.03

Profit & Loss

July 1, 2017 through April 25, 2018

	Jul 1, '17 - Apr 25, 18
Computer Software-Technical Sup	
Tech Support	1,533.00
DSL Monthly Charge	1,415.40
Computer Software-Technical Sup - Other	3,000.00
	<hr/>
Total Computer Software-Technical Sup	5,948.40
Gifts	400.00
Advertising	1,537.54
Dues and Subscriptions	3,895.60
Insurance	531.00
Office Supplies	477.36
Periodicals	1,282.25
Postage and Delivery	210.82
Professional Fees	623.33
Program Expense	1,122.97
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Total Expense	53,353.15
Net Ordinary Income	15,428.73
Other Income/Expense	
Other Income	
Interest Income	31.71
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Total Other Income	31.71
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Net Other Income	31.71
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Net Income	<u>15,460.44</u>

Friends of the Big Sky Community Library

Statement of Cash Flows

July 1, 2017 through April 25, 2018

	Jul 1, '17 - Apr 25, 18
OPERATING ACTIVITIES	
Net Income	15,460.44
Adjustments to reconcile Net Income to net cash provided by operations:	
Payroll Liabilities	-587.93
Net cash provided by Operating Activities	14,872.51
INVESTING ACTIVITIES	
Inventory:E Books	-1,809.53
Inventory:Pre-school Books	-877.44
Inventory:Teen/Childrens Books & Material	-1,526.88
Inventory:Adult Books	-2,796.81
Inventory:Audio Books	-689.05
Inventory:Reference Books	-196.60
Inventory:DVDs	-1,146.52
Furniture/Fixtures	-1,539.98
Net cash provided by Investing Activities	-10,582.81
Net cash increase for period	4,289.70
Cash at beginning of period	61,876.62
Cash at end of period	<u>66,166.32</u>

Friends of the Big Sky Community Library
Balance Sheet
As of April 25, 2018

	Apr 25, 18
ASSETS	
Current Assets	
Checking/Savings	
American Bank - Payroll	5,499.11
American Bank - Checking	
Restricted For Special Project	-15,000.00
American Bank - Checking - Other	32,458.57
Total American Bank - Checking	17,458.57
American Bank-Savings	43,058.64
Petty Cash	150.00
Total Checking/Savings	66,166.32
Total Current Assets	66,166.32
Fixed Assets	
Equipment	779.79
Inventory	
E Books	6,309.53
Pre-school Books	5,104.63
Teen/Childrens Books & Material	65,019.99
Adult Books	57,892.08
Audio Books	21,037.18
Reference Books	3,905.33
DVDs	20,173.92
Total Inventory	179,442.66
Leasehold Improvements	16,500.00
Technology Equipment	27,347.51
Furniture/Fixtures	60,453.50
Accumulated Depreciation	-173,199.00
Total Fixed Assets	111,324.46
TOTAL ASSETS	177,490.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	303.88
Total Other Current Liabilities	303.88
Total Current Liabilities	303.88
Total Liabilities	303.88
Equity	
Retained Earnings	161,726.46
Net Income	15,460.44
Total Equity	177,186.90
TOTAL LIABILITIES & EQUITY	177,490.78

Friends of the Big Sky Community Library
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	Jul '16 - Jun...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
Previous Year Checks	0.00	0.00	0.00	0.0%
Other Donations				
Grants	4,000.00	0.00	4,000.00	100.0%
Donations	925.66	0.00	925.66	100.0%
Cook Foundation	5,000.00	0.00	5,000.00	100.0%
Gallatin Canyon Women's club	400.00	0.00	400.00	100.0%
Leah Burris Memorial	0.00	0.00	0.00	0.0%
Other Donations - Other	27.00	1,000.00	-973.00	2.7%
Total Other Donations	10,352.66	1,000.00	9,352.66	1,035.3%
Book Sales				
Book Fair Sales	2,240.54	0.00	2,240.54	100.0%
Big Sky Names Sales	536.00	0.00	536.00	100.0%
Better World Books	0.00	0.00	0.00	0.0%
Book Sales - Other	88.18	2,500.00	-2,411.82	3.5%
Total Book Sales	2,864.72	2,500.00	364.72	114.6%
Book replacement fee	0.00	0.00	0.00	0.0%
Printing Income	2,184.69	2,000.00	184.69	109.2%
Shelf Donations	550.00	1,600.00	-1,050.00	34.4%
Resort Tax Allocation				
Resort tax income	93,445.17	70,000.00	23,445.17	133.5%
Resort Tax Allocation - Other	0.00	0.00	0.00	0.0%
Total Resort Tax Allocation	93,445.17	70,000.00	23,445.17	133.5%
Membership Dues	7,175.00	8,000.00	-825.00	89.7%
Reimbursed Expenses	2,169.79	1,000.00	1,169.79	217.0%
Total Income	118,742.03	86,100.00	32,642.03	137.9%
Expense				
Rent and Maintenance				
Repairs	120.00	0.00	120.00	100.0%
Computer Repairs				
Total Repairs	120.00	0.00	120.00	100.0%
Rent	780.00	0.00	780.00	100.0%
Rent and Maintenance - Other	4,800.00	5,580.00	-780.00	86.0%
Total Rent and Maintenance	5,700.00	5,580.00	120.00	102.2%
Printing				
Konica Minolta maintenance cont	2,736.77	0.00	2,736.77	100.0%

Friends of the Big Sky Community Library
Profit & Loss Budget vs. Actual
 July 2016 through June 2017

	Jul '16 - Jun...	Budget	\$ Over Bud...	% of Budget
Printing - Other	0.00	3,000.00	-3,000.00	0.0%
Total Printing	2,736.77	3,000.00	-263.23	91.2%
Library Equipment-Supplies				
Library Supplies	5,391.27	2,500.00	2,891.27	215.7%
Book Shelf Plaques	49.60	0.00	49.60	100.0%
Memorial Garden	682.75	0.00	682.75	100.0%
Library Equipment-Supplies - Other	0.00	0.00	0.00	0.0%
Total Library Equipment-Supplies	6,123.62	2,500.00	3,623.62	244.9%
Total Payroll Expense				
Payroll Expenses	0.00	40,000.00	-40,000.00	0.0%
Payroll Tax Expense				
Workers Compensation	425.21	0.00	425.21	100.0%
Payroll Tax Expense - Other	1,549.05	0.00	1,549.05	100.0%
Total Payroll Tax Expense	1,974.26	0.00	1,974.26	100.0%
Wages				
Contract Payroll-Ophir School	18,125.73	0.00	18,125.73	100.0%
Wages - Other	17,688.73	0.00	17,688.73	100.0%
Total Wages	35,814.46	0.00	35,814.46	100.0%
Total Payroll Expense - Other	0.00	0.00	0.00	0.0%
Total Total Payroll Expense	37,788.72	40,000.00	-2,211.28	94.5%
Employee Training-Travel				
Travel & Ent	39.29	0.00	39.29	100.0%
Travel				
Total Travel & Ent	39.29	0.00	39.29	100.0%
Employee Training/Classes				
MLA Conference	134.00	0.00	134.00	100.0%
Employee Training-Travel - Other	538.99	0.00	538.99	100.0%
Total Employee Training-Travel	672.99	600.00	-461.00	23.2%
Computer Software-Technical Sup				
Tech Support	851.28	600.00	251.28	141.9%
DSL Monthly Charge	3,539.58	0.00	3,539.58	100.0%
Computer Programs	1,219.15	0.00	1,219.15	100.0%
Computer Software-Technical Sup - Other	0.00	0.00	0.00	0.0%
Total Computer Software-Technical Sup	5,600.01	3,715.00	-3,519.00	5.3%
Total Computer Software-Technical Sup	4,954.73	3,715.00	1,239.73	133.4%
Gifts	500.00	0.00	500.00	100.0%

Friends of the Big Sky Community Library
Profit & Loss Budget vs. Actual
 July 2016 through June 2017

	Jul '16 - Jun...	Budget	\$ Over Bud...	% of Budget
Building Expansion	2,000.00	0.00	2,000.00	100.0%
Advertising	1,880.25	2,300.00	-419.75	81.8%
Dues and Subscriptions	351.00	0.00	351.00	100.0%
Licenses and Permits	2,389.41	1,600.00	789.41	149.3%
Dues and Subscriptions - Other				
Total Dues and Subscriptions	2,740.41	1,600.00	1,140.41	171.3%
Insurance	566.00	700.00	-134.00	80.9%
Miscellaneous	0.00	0.00	0.00	0.0%
Office Supplies				
Supplies				
Office	443.07	0.00	443.07	100.0%
Supplies - Other	37.98	0.00	37.98	100.0%
Total Supplies	481.05	0.00	481.05	100.0%
Office Supplies - Other				
Office Supplies - Other	2,334.62	1,800.00	534.62	129.7%
Total Office Supplies	2,815.67	1,800.00	1,015.67	156.4%
Periodicals	1,334.97	1,500.00	-165.03	89.0%
Postage and Delivery	152.52	300.00	-147.48	50.8%
Professional Fees	757.50	900.00	-142.50	84.2%
Program Expense	1,550.73	5,000.00	-3,449.27	31.0%
Uncategorized Expenses	0.00	400.00	-400.00	0.0%
Total Expense	72,453.17	69,895.00	2,558.17	103.7%
Net Ordinary Income	46,288.86	16,205.00	30,083.86	285.6%
Other Income/Expense				
Other Income				
Interest Income	37.35	40.00	-2.65	93.4%
Total Other Income	37.35	40.00	-2.65	93.4%
Net Other Income	37.35	40.00	-2.65	93.4%
Net Income	46,326.21	16,245.00	30,081.21	285.2%

Friends of the Big Sky Community Library
Balance Sheet
As of June 30, 2017

	<u>Jun 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
American Bank - Payroll	3,088.01
American Bank - Checking	30,598.53
American Bank-Savings	28,040.08
Petty Cash	150.00
Total Checking/Savings	<u>61,876.62</u>
Total Current Assets	61,876.62
Fixed Assets	
Equipment	779.79
Inventory	
E Books	4,500.00
Pre-school Books	4,227.19
Teen/Childrens Books & Material	63,493.11
Adult Books	55,095.27
Audio Books	20,348.13
Reference Books	3,708.73
DVDs	19,027.40
Total Inventory	<u>170,399.83</u>
Leasehold Improvements	16,500.00
Technology Equipment	27,347.51
Furniture/Fixtures	58,913.52
Accumulated Depreciation	-173,199.00
Total Fixed Assets	<u>100,741.65</u>
TOTAL ASSETS	<u><u>162,618.27</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	891.81
Total Other Current Liabilities	<u>891.81</u>
Total Current Liabilities	<u>891.81</u>
Total Liabilities	891.81
Equity	
Retained Earnings	115,400.25
Net Income	46,326.21
Total Equity	<u>161,726.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>162,618.27</u></u>

Friends of the Big Sky Community Library
Statement of Cash Flows
July 2016 through June 2017

	<u>Jul '16 - Jun 17</u>
OPERATING ACTIVITIES	
Net Income	46,326.21
Adjustments to reconcile Net Income to net cash provided by operations:	
Accrued expenses	-10,545.78
Payroll Liabilities	-204.81
Net cash provided by Operating Activities	<u>35,575.62</u>
INVESTING ACTIVITIES	
Inventory:E Books	-2,000.00
Inventory:Pre-school Books	-315.33
Inventory:Teen/Childrens Books & Material	-21,981.86
Inventory:Adult Books	-4,192.31
Inventory:Audio Books	-1,447.07
Inventory:Reference Books	-30.00
Inventory:DVDs	-1,736.15
Net cash provided by Investing Activities	<u>-31,702.72</u>
Net cash increase for period	3,872.90
Cash at beginning of period	58,003.72
Cash at end of period	<u><u>61,876.62</u></u>